



US Army Corps
of Engineers

Construction Bulletin

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CEMP-C

Subject: Awards for USACE Construction Field Personnel

Applicability: DIRECTIVE

1. **PURPOSE.** This Construction Bulletin (CB) updates and reissues CB No. 93-3, dated 26 March 1993, *Awards for USACE Construction Field Personnel* and follows the general guidance of Engineer Regulation (ER) 672-1-18, dated 1 March 1995, *Incentive Awards*.
2. The USACE Hard Hat of the Year Award criteria is enclosed (Enclosure 1). The names of Major Subordinate Command (MSC) Hard Hat Awardees are to be provided to CEMP-C by 2 January of each year. This is a change from previous direction which required that names be provided by 31 January of each year. Again, you are requested to keep this office advised of all recipients of the three various awards to Construction field personnel, to include Quality Performance Certificates (QPC) and Construction Inspector/Representative of the Year, so that they may be included in issues of the Construction Newsletter. Our point of contact for this awards program is Ms. Denise Massihi, in CEMP-CP, at 202-761-1486.

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Encl

CHARLES R. SCHROER
Chief, Construction Division

USACE HARD HAT OF THE YEAR AWARDS PROGRAM

1. The Chief of Engineers will present a USACE Hard Hat of the Year award to the most outstanding Construction field office employee, in each Major Subordinate Command (MSC), meeting the program's nomination criteria.
2. Nominations will be made by each Area/Resident Engineer (sponsor) to the District Chief of Construction. Each District Chief of Construction will forward at least one name to the MSC Chief of Construction/Construction-Operations who will make the final selection for the recipient of the USACE HARD HAT OF THE YEAR award for the MSC. The selection process at each MSC will be completed with the completed nomination package sent to USACE Construction Division by 2 January each year.
3. Nominees must meet the following criteria:
 - a. Permanent assignment to a field office (area/resident/project office); personnel in full time temporary positions qualify.
 - b. NOT be the Area or Resident Engineer.
 - c. Grade cannot exceed GS-12.
 - d. Must have been in the position at least one year.
 - e. Principle duties must relate to management of construction.
 - f. Performance standards or Job Description must address Quality Management.
4. Typical evaluation should be based on examples similar to the following:
 - a. A demonstrated knowledge of the Quality Management process.
 - b. Innovative methods for evaluating, controlling, and/or influencing the quality of the work.
 - c. Examples of actions in support of Corps policy, e.g.,
 - Outstanding documentation on weak contractor to validate unsatisfactory performance evaluation.
 - Professional maintenance of three-phase inspections.
 - Transfer of a facility with the user TOTALLY satisfied.
 - Productive contributions in the BCOE review process.
 - Aggressive action in the management of modifications and claims.
 - Thoroughness and accuracy of daily logs, memos, tests.
 - Instantaneous warranty assistance.
 - d. Leadership/mentoring of and training ability with the newer employees.
 - e. Relationships maintained with peers, contractors, and USERS.
 - f. Attitude towards and dedication to SUCCESS.
 - g. Ability to focus on solutions.

Enclosure

5. A nomination package will include the name and position of the nominee's sponsor and immediate supervisor. It will include the nominee's full name and preferred nickname, job series, grade, position title, duty location, field office name, office symbol, length of time in job, length of service, professional registration or certifications; associated construction project(s) name, location, dollar value; brief highlights of nominee's quality management successes, contributions, and "winning ways"; and nominee's personal highlights (name of wife, number of children, outside interests, etc.). The "winning ways" should be three to five bullets listing winning attributes; e.g., developed innovative solutions to RFI's, created a partnering environment, demonstrated exceptional knowledge of contract requirements, maintained exceptional QA documentation, demonstrated exceptional mentoring/training skills, etc. Included in the nomination package will be four professional quality 35mm color slides as follows:

- a. Title slide: stating awardee's *organization, office, name of awardee, job series & grade.*
- b. Project with which awardee was associated: stating *project/contract title, geographic location, dollar value.*
- c. Picture: this slide is a project picture with awardee in foreground.
- d. Justification: stating 3 to 5 bullets of awardee's *winning ways.*

6. The USACE Hard Hat of the Year awards will be presented at the Chiefs of Construction and Engineering Training Conference. On alternate years, the recipients will be brought to HQUSACE for the presentations in the May - July time frame. The Chief, Construction Division, USACE will make a 35mm slide presentation, highlighting each recipient, using the slides which the MSC provides with the nomination package. The Hard Hat trophy will be procured by HQUSACE and presented to the awardees by the Chief of Engineers. The cost of travel and per diem for awardees will be borne by the traveler's organization. Winning this award should result in local recognition by districts and MSC's with appropriate monetary award by the awardee's organization.

NOTE: THE WINNER SHOULD NOT NECESSARILY BE THE ONE WITH THE MOST ATTRACTIVE PROJECT OR MOST ACCOMMODATING CONTRACTOR. IT SHOULD BE THE INDIVIDUAL WHO PERFORMS THE BEST IN THE PROCESS OF MANAGING CONSTRUCTION QUALITY!!

Enclosure